

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name],
effective [Last Working Day, typically two weeks from the date above].

[Optional: Include a brief explanation or reason for your resignation, if
you wish.]

I appreciate the opportunities for professional and personal development
that I have received during my time at [Company's Name]. I am grateful
for the support, guidance, and encouragement from you and my colleagues.
Please let me know how I can help during the transition. I look forward
to staying in touch.

Thank you once again for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Attachments: (if any)]